

## Singleton, Connie

---

**From:** Dunn, Jason  
**Sent:** Tuesday, August 17, 2021 1:52 PM  
**To:** Singleton, Connie  
**Cc:** Williams, Lynda; Thomas, Jacquelyn; Holder, Justin  
**Subject:** RE: Tyler Recordation Correction: Contract #218-253 ACIS #6

Connie,

I am just following up on this to see what actions we need to take to correct?

Thanks for all of your time and help with this,



**Jason Dunn**

Grants Compliance Specialist | Planning & Development  
630 E Hopkins, San Marcos, TX 78666  
512.393.8173

---

**From:** Dunn, Jason  
**Sent:** Friday, August 13, 2021 2:24 PM  
**To:** Singleton, Connie <CSingleton@sanmarcostx.gov>  
**Cc:** Williams, Lynda <LWilliams@sanmarcostx.gov>; Thomas, Jacquelyn <JThomas@sanmarcostx.gov>; Holder, Justin <JHolder@sanmarcostx.gov>  
**Subject:** RE: Tyler Recordation Correction: Contract #218-253 ACIS #6

Connie,

I believe when the change was made from the attached ROC, an additional \$12,057 was added to the contract amount (218-253) when the changes are a net zero. We did not add any money to the contract we were just transferring dollars between account lines. Since multiple lines were involved we originally submitted 2 ROC's. However, one ROC was requested and the 2 ROC's were combined which may have caused some confusion.

When I look at Contract Entry in Tyler I see the available amounts:

Line	Year	T	Project String	Org	Object
4	2021	E	BLANCORIV -WW -DESIGN -	52036308	73748
5	2021	E	BLANCORIV -INFRA -CONST -	13028132	56255
6	2021	E	BLANCORIV -WW -DESIGN -	52036365	73748

Line #6, the available amount is showing as \$146,871.39. This is incorrect.

Per the ROC below that was provided, the amount for line #6 should be \$134,814.39 with a difference of \$12,057:

Line	Year	Project String	Org	Object	Current Tyler Amount	Revised Amount
4	2021	BLANCORIV- WWW-DESIGN	52036308	73748	\$134,814.39	\$0.00
6	2021	BLANCORIV- WWW-DESIGN	52036365	73748	\$12,057.00	\$146,871.39
6	2021	BLANCORIV- WWW-DESIGN	52036365	73748	\$146,871.39	\$134,814.39
5	2021	BLANCORIV- INFRA-CONST	13028132	56255	\$36,830.00	\$48,887.00

In the end the total contract amount should equal \$1,987,984.10 which is the total after ACIS #6 was entered. Currently it reads \$2,000,041.10.

What do we need to do to adjust line #6 to show \$134,814.39? Is another ROC required?

Any information you can provide would be greatly appreciated so we can get this corrected in Tyler and I can send the invoice I have through to AP for payment.

Thanks for your help,



**Jason Dunn**

Grants Compliance Specialist | Planning & Development  
630 E Hopkins, San Marcos, TX 78666  
512.393.8173

---

**From:** Thomas, Jacquelyn  
**Sent:** Friday, August 6, 2021 2:26 PM  
**To:** Singleton, Connie <[CSingleton@sanmarcostx.gov](mailto:CSingleton@sanmarcostx.gov)>  
**Cc:** Holder, Justin <[JHolder@sanmarcostx.gov](mailto:JHolder@sanmarcostx.gov)>; Dunn, Jason <[JDunn@sanmarcostx.gov](mailto:JDunn@sanmarcostx.gov)>  
**Subject:** RE: Tyler Recordation Correction: Contract #218-253 ACIS #6

Here you go.



**Jacque Thomas**

Senior Engineer | Capital Improvements/Engineering  
630 E Hopkins, San Marcos, TX 78666  
512.393.8145

---

**From:** Singleton, Connie  
**Sent:** Friday, August 6, 2021 11:42 AM  
**To:** Thomas, Jacquelyn <[JThomas@sanmarcostx.gov](mailto:JThomas@sanmarcostx.gov)>  
**Cc:** Singleton, Connie <[CSingleton@sanmarcostx.gov](mailto:CSingleton@sanmarcostx.gov)>  
**Subject:** RE: Tyler Recordation Correction: Contract #218-253 ACIS #6

Jacque,  
Can you please combine these on one ROC for me.  
Thank you,



**Connie Singleton, CPP, CTCD**

Procurement Coordinator | Purchasing & Contracting | Finance  
630 E. Hopkins, San Marcos, TX 78666  
512.393.8181

---

**From:** Thomas, Jacquelyn

**Sent:** Friday, August 6, 2021 10:48 AM

**To:** Holder, Justin <[JHolder@sanmarcostx.gov](mailto:JHolder@sanmarcostx.gov)>; Singleton, Connie <[CSingleton@sanmarcostx.gov](mailto:CSingleton@sanmarcostx.gov)>

**Cc:** Dunn, Jason <[JDunn@sanmarcostx.gov](mailto:JDunn@sanmarcostx.gov)>

**Subject:** RE: Tyler Recordation Correction: Contract #218-253 ACIS #6

Connie:

Please see attached Request for your use.

Thanks,



**Jacque Thomas**

Senior Engineer | Capital Improvements/Engineering  
630 E Hopkins, San Marcos, TX 78666  
512.393.8145

---

**From:** Holder, Justin

**Sent:** Friday, August 6, 2021 9:55 AM

**To:** Thomas, Jacquelyn <[JThomas@sanmarcostx.gov](mailto:JThomas@sanmarcostx.gov)>

**Cc:** Dunn, Jason <[JDunn@sanmarcostx.gov](mailto:JDunn@sanmarcostx.gov)>

**Subject:** RE: Tyler Recordation Correction: Contract #218-253 ACIS #6

Thanks Jason! The 2 forms makes more sense to me too.

Jacque,

Please see attached for signature.



**Justin Holder**

Engineer in Training | Capital Improvements/Engineering  
630 E Hopkins, San Marcos, TX 78666  
512.393.8248

---

**From:** Dunn, Jason <[JDunn@sanmarcostx.gov](mailto:JDunn@sanmarcostx.gov)>

**Sent:** Friday, August 6, 2021 10:47 AM

**To:** Holder, Justin <[JHolder@sanmarcostx.gov](mailto:JHolder@sanmarcostx.gov)>; Thomas, Jacquelyn <[JThomas@sanmarcostx.gov](mailto:JThomas@sanmarcostx.gov)>

**Subject:** RE: Tyler Recordation Correction: Contract #218-253 ACIS #6

Jacque and Justin,

Per Connie's request in Purchasing. Attached is the ROC forms that need to be signed to move the funds around in Tyler for contract 218-253. I did a form for each change. I initially did the changes all on one form and it looked confusing, however, if Connie wants it all on one form I have that ready and set to go if needed.

Please review, sign and forward to Connie so she can process and once completed, I can then send invoice request # 39 through for payment.

Thank,



**Jason Dunn**

Grants Compliance Specialist | Planning & Development  
630 E Hopkins, San Marcos, TX 78666  
512.393.8173

---

**From:** Holder, Justin  
**Sent:** Friday, August 6, 2021 7:41 AM  
**To:** Singleton, Connie <[CSingleton@sanmarcostx.gov](mailto:CSingleton@sanmarcostx.gov)>  
**Cc:** Dunn, Jason <[JDunn@sanmarcostx.gov](mailto:JDunn@sanmarcostx.gov)>; Thomas, Jacquelyn <[JThomas@sanmarcostx.gov](mailto:JThomas@sanmarcostx.gov)>  
**Subject:** Tyler Recordation Correction: Contract #218-253 ACIS #6

Connie,

We were going over the most recent invoices for this contract and it came to our attention that what was filed and recorded in Tyler was not correct based on the latest Change in Service Documentation that was sent for filing. We believe that an assumption was made for a financial split on the allocation based on previous iterations of the contract that were not correct.

Regardless of how it ended up there, the corrected numbers are reflected in the attached pdf for the funds/project numbers/GL accounts that are a part of this Change in Service.

What is the process for changing this in Tyler? I do not see an applicable form to fill out for this, is it as simple as the document being replaced by Purchasing?

We have triple verified that the edits shown are the correct numbers for Budget and Applicability for the work being performed for this CIS.

Funding:

\$48,887.00

Project Number	Fund	Phase	GL Account	Amount
BLANCORIV	INFRA	CONST	13028132-56255	<del>\$36,830.00</del>
<del>BLANCORIV</del>	<del>WWW</del>	<del>DESIGN</del>	<del>52030305.79740</del>	<del>\$12,057.00</del>

Thanks and let me know if you have any questions or if there is anything else I can provide!



**Justin Holder**

Engineer in Training | Capital Improvements/Engineering  
630 E Hopkins, San Marcos, TX 78666  
512.393.8248